Job Code Approved/Adopted Date

CITY OF RIVERSIDE

8150

06/23/04

Revised

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: DEVELOPMENT DIRECTOR

DEFINITION

Under general direction, to plan, direct, organize and review the development, promotion and administration of City development programs and projects including Economic Development, Redevelopment and Housing/Community Development; and to do related work as required.

REPORTS TO: Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager and City Manager. Exercises management direction over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, develop and organize basic programs, activities and procedures to accomplish City development objectives.
- Direct and review project activities, including funding, property acquisition, relocation, project improvements, disposition and development, to assure uniform application and compliance with Board/City directives.
- Direct the assignment and reassignment of personnel to projects.
- Provide technical advice to the Redevelopment Board /City Council, City Manager and other departments, and civic
 groups on development matters.
- Use communications media to support major objectives of development.
- Maintain liaison with Federal, State and local government organizations involved in development, with financial institutions, with developers, and with real estate and building fields.
- Attend and assist in conduct of Redevelopment Agency meetings, and such other meetings and conferences necessary to accomplish policy and program objectives.

QUALIFICATIONS

Knowledge of:

- Goals and procedures of urban renewal and development programs.
- Federal, State and local laws regarding development programs.
- Principles of organization, administration, budget and personnel management.
- Redevelopment laws and principals of development deals and agreements.

Ability to:

- Direct, coordinate and review all phases of development program.
- Communicate clearly and concisely, orally and in writing.
- Prioritize and manage cache of development related projects and programs.
- Provide leadership in establishing local and regional development priorities.
- Select, supervise, train and evaluate professional, technical and administrative support staff.
- Plan, organize and evaluate development opportunities.
- Lead the development, implementation and administration of goals, objectives and procedures for providing effective and efficient development programs and services.
- Interpret and apply Federal, State and local regulations pertaining to urban development.
- Establish and maintain cooperative relationships with a variety of citizen, public and private organizations and businesses.
- Coordinate programs and activities between departments and outside agencies.
- Represent the City/Agency effectively in meetings; prepare and deliver persuasive presentations.
- Foster an environment of teamwork.
- Lead, coach, instruct and motivate employees.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

<u>Education</u>: Equivalent to a Bachelor's Degree from an accredited college or university in business or public administration, regional planning or related field.

<u>Experience</u>: Ten years of progressively responsible administrative experience in urban development, planning, or related endeavor.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Development Director

TO: Assistant/City Manager